

Michigan Senate
Senator Cameron S. Brown
POSITION POSTING

Internship Opportunity

Summary Position Description: This individual will provide assistance to senate staff in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: answering phones, monitoring and filing legislation, written correspondence to groups and individuals within Lansing and district, and research.

Qualifications: Related office experience and a High School Diploma are required. Excellent telephone, written communication skills, and a positive attitude preferred. Legislative experience and a basic understanding of computer office programs are helpful.

Status: Hours are flexible. This is an unpaid position.

This is a non-civil service, at-will position.

Please send resume to:
Wendy Cook, Office Manager
Senator Cameron S. Brown
205 Farnum Building
PO Box 30036
Lansing, MI 48909
Fax: (517) 373-5944
Email: wcook@senate.michigan.gov

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-5560 or TDD 373-0543.